

14,047 POSITIONS FILLED AT SALARIES AGGREGATING \$9,065,290.00.



# THE FISK TEACHERS' AGENCIES

Everett O. Fisk & Co.  
PROPRIETORS.

BOSTON, MASS., 4 Ashburton Place.

NEW YORK, N.Y., 156 Fifth Avenue.

WASHINGTON, D.C., 1505 Penn. Ave.

CHICAGO, ILL., 378 Wabash Avenue.

TORONTO, CAN., 25 King St., W.

MINNEAPOLIS, MINN., 414 Century Bldg.

DENVER, COL., 533 Cooper Bldg.

SAN FRANCISCO, CAL., 420 Parrott Bldg.

LOS ANGELES, CAL., 525 Stimpson Block.

**TERMS TO TEACHERS:** \$3.00 for registration in one Agency, and \$1.00 for each additional Agency. Registration fees must accompany the return of application forms. Five per cent of one year's salary is due upon engagement from each candidate who secures a position through the Agency, and should be paid within thirty days after engagement.

Information of vacancies must be considered confidential, and be used only for the benefit of the candidate to whom it is sent. Any transgression of this rule will render the candidate liable for the commission.

The commission is charged irrespective of length of engagement, except when a teacher is employed as substitute, in which case seven per cent will be charged for the actual time of substituting: i.e., the amount of commission is the same whether the candidate is employed at the beginning of the school year, or at any time during the year, and whether the teacher is hired by the week, by the month, or by the year, unless the position is that of a substitute. If the position leads to a permanency, the amount on which commission has been paid as substitute will be deducted from one year's salary, and five per cent will be charged on the remainder.

When board is given as part of salary, it is estimated at from \$200 to \$500, according to value.

If a candidate who has secured a position through us obtains an advance in salary before the close of the first year of service, he is under obligation for the commission on the advance the same as on the original salary.

If a teacher is elected to a position, having given assurance that he will accept it, any change of plan will not affect his obligation to us. In justice to employers and to ourselves, we wish to prevent candidates making contracts which they are not prepared to keep.

If a candidate applies through the Agency for a position, or is recommended for a position by the Agency, and is elected by the same officials to that or another position, then or later, directly or indirectly, as a result of these negotiations, commission is due the Agency.

If a candidate obtains an increase of salary in his present position as an obvious result of an application for another position at our suggestion, or of information received from the Agency, commission will be charged on the position to which we have called attention the same as if it were accepted.

Registration secures membership for two years, unless the candidate secures a position before the end of that time. If, as sometimes happens, a candidate is represented by us after the period of his registration has expired, he is expected to meet the terms of the Agency the same as if the service had been rendered before the end of this period.

If a candidate secures a position through one of our Agencies after the expiration of his period of membership, he agrees to pay to the Agency the usual registration fee in addition to the usual commission.

A candidate, having secured a position, is held responsible to us for commission, if either he or the employer has recognized us as an intermediary in bringing about an engagement; that is, if the candidate has acted upon our information of the vacancy, or has been recommended by the Agency to the employer in response to a call. If previous information concerning a vacancy *would seem* to invalidate our claim for commission, any objection to such claim must be made immediately upon receipt of notice of the vacancy from us.

Your signature and filling out the blank on the other side of this sheet is a promise to comply with the above terms.

When a candidate desires to register in more than one Agency, he may send with the proper fees the requisite number of registration forms, properly filled out, to the particular Agency with which he expects to have most correspondence, and they will be distributed. This will save the candidate explanatory letters to the several Agencies.

Candidates are advised to register in Boston, New York, Washington, Chicago, Toronto, Minneapolis, Denver, San Francisco or Los Angeles, according as the location of the Agency is most convenient to them for correspondence or personal interviews, though none of the Agencies have territorial limitations, each negotiating with candidates and school officers in any part of the country. We endeavor in conducting these Agencies to combine the advantages of independent and co-operative Agencies. Each Agency is, in general, conducted independently, and is not embarrassed by the candidates or the responsibilities of the other Agencies. On the other hand each is perfectly free, in case of emergency, to call on any of the other Agencies to nominate a candidate for a position, or to suggest a position for a candidate. In case of registration in several Agencies, the Agency first addressed corresponds with the references given, and sends copies of testimonials to the additional Agencies. Only one commission is charged a candidate in case a position is secured by the co-operation of two of our Agencies, while a candidate enrolled in two Agencies under separate managements sometimes becomes liable for two commissions, because of service received from two firms. It is inexpedient for us to allow transfers of candidates from one Agency to another, or to allow transfers of membership from one person to another.

We do not insure any teacher a position. Teachers should expect representation for only such places as their record proves them qualified to fill. We do promise by correspondence, and as far as practicable by personal investigation, to acquaint ourselves with the merits of each candidate; but beyond this we promise nothing. Teachers should not depend solely on our advocacy of their interests, but should make the same personal efforts to secure positions as though not registered with us.

We cannot concentrate our sympathy upon each individual candidate, but shall do the best we can for our entire list. Each should focalize as much light as possible on his merits, and not depend on importunity for preferment.

It is an indispensable prerequisite to our efficiently interesting ourselves in applicants that they be heartily and intelligently interested for themselves.

Our conditions of membership are intended to discourage inferior teachers from applying; but it should also be understood that excellent teachers whom we are glad to represent, and who are entirely worthy of the positions they seek, sometimes fail to secure aid through our efforts. Competition, the uncertainty of opportunities and other conditions entirely foreign to the merits of the candidate or the Agency, so enter into the case that we cannot closely estimate the chances of any individual candidate. Therefore, while we are sure that our methods and their results are satisfactory to the mass of our patrons, we wish no teacher to register with such confidence as to feel wronged should he fail to receive assistance.

When there is a call for a teacher to do a particular kind of work, applicants qualified to do that work are passed in review, and several teachers are nominated, such as best fulfil the conditions as to experience, age, education, location, salary, etc.

We sometimes receive offers of two or three times our regular commission for special service, or requests for an abatement because of apparently little trouble incurred. We are well aware that our requirements do not bear with equal weight upon all our candidates; but it is fair to suppose that a candidate who makes an engagement through the Agency receives somewhat more advantage from the engagement than the amount called for by the Agency; otherwise he would not make the engagement. Both as a business policy and in fairness to our candidates taken as a whole, we expect all applicants to comply with our printed conditions, and in no case will it be helpful to a teacher to offer special inducements. Intelligent teachers will understand that it is vital to our success and reputation to serve our candidates strictly in accordance with their merits, and that we cannot properly be controlled by our sympathies or friendships.

Candidates are requested to send a photograph at the same time with registration form. A personal interview is advised, unless it necessitates considerable expense. It is important that candidates keep us informed of their address, and we are glad to have them write us occasionally.

Whenever immediate payment of commission has been especially inconvenient, we have generally, as a matter of accommodation, accepted a note to be paid from the first instalment of salary. The commission is *due* upon engagement, and it is pleasanter for both parties that it be paid as soon as possible.